

UPDATE

*For all staff
members
involved in the
UBI program*

Spring 2005

Corporation Application Available On-Line

Tuesday, October 26, 2004, the Secretary of States Office, Corporation Division made it possible for customers to file their Profit Domestic Corporation application on-line. The fee for the filing is \$195.00.

The application is automatically fed into the Corporations Division imaging and workflow system where it is reviewed by a division employee. Customers receive notice by email when their filing is complete. So far, about 120 customers per week submit their articles of incorporation online.

The only application available at this time is for Profit Domestic Corporations. The Corporations Division is working on on-line applications for Limited Liability Companies, Nonprofit Corporations, and Foreign Corporations and LLCs. We hope to have these other applications available soon.

To access the Web page go to www.secstate.wa.gov/corps and click on "online application to form a profit corporation."

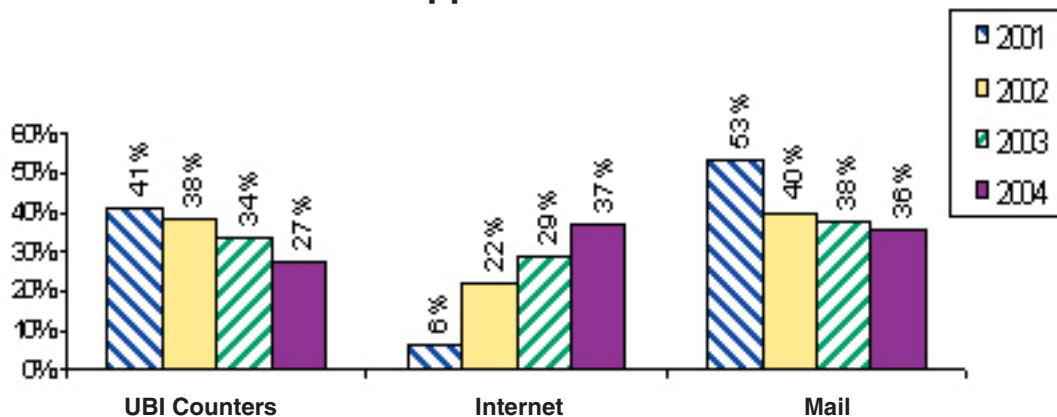


Master Application Under Construction...Again...

As you are probably aware, the paper master application is currently being revised. This process has taken several months as the UBI Operations group only has the opportunity to work on the revisions once or twice a month and there were several suggested changes.

A draft version was recently tested at the Master License Service front counter and we received several more suggestions from that process. Those comments will also be reviewed and incorporated where appropriate. Staff are still encouraged to direct customers to the web application as an alternative to the paper application to expedite processing.

Master Applications Received



As you can see by the graph, the Internet has affected the percentage of paper applications being accepted at our field offices and being mailed to MLS. We encourage you to continue directing new businesses to the Internet application at www.dol.wa.gov for their registrations.



New Licensing Partner

On November 1, 2004 Master License Service welcomed their newest city partner, Spokane Valley.

The City of Spokane Valley incorporated in March of 2003 with a population of 83,950. The city's incorporation was the largest in the state and the 2nd largest single incorporation in U.S. history. The city is located outside the more well known city of Spokane.

Spokane Valley is ranked as the 8th largest city in Washington State, and added approximately 3,202 general licensees and 78 nonprofit licensees to the MLS program.

MLS staff did some training with UBI field office staff in the Spokane area, and the Spokane Valley city hall is now accepting Master Applications. The Spokane Valley license does require completion of the City Addendum (available from the Dept. of Licensing website) and a general business fee of \$13.00. If you need more information about Spokane Valley's requirements, please contact MLS at (360) 664-1414.

UBI Match Project

The UBI Operations Committee, along with staff from each UBI agency, is working on a project to match UBI numbers between agencies. We are currently developing a variety of reports that can be reviewed by staff to help the agencies identify UBI numbers which should be closed or moved under another UBI number. DOR is providing the programming to work on this. They received a combined total of 6.5 million records from the UBI agencies, and that will be a lot of matching to do... don't expect this project to get finished quickly.

2005 UBI Conference

Mark your calendars! The UBI Management Board has scheduled the 2005 UBI Conference for front-line counter staff that accept master applications and issue UBI numbers. The Operations Committee staff is working on agenda items and a speaker. The UBI Conference will be held on August 11 & 12 at the Labor & Industries building in Tumwater. (As usual, this conference will start the day after the DOR conference on August 10.)



Starting A Business Checklist

Do you handle customers at the counter who are unsure about what they're doing, and how to get their business started?

We suggest you help them out by informing them of the "Checklist" for new businesses, available on the Department of Licensing website. Go to: www.dol.wa.gov/mls/checklist.htm

The Checklist reminds them to get a plan, figure out what ownership type will best suit their business, provides links to sites that talk about financing, and other steps that can help.

Feel free to provide the customer a copy of the checklist, or better yet give them the web address, since there are lots of good links on it.

You might want to suggest to the truly confused that they go through the checklist before they fill out the Master Application form. They can then fill out the Master Application online, which is a much faster process than completing a paper form.

New Counter Hours

Master License Service counter hours are now 8:30 am - 4:30 pm Monday thru Friday. They will be unable to accept checks or cash after 4:30 pm and encourage licensees to arrive by 4:00 pm to allow transaction time.

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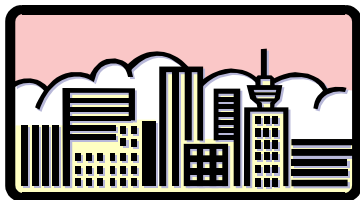
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Welcome New Cities

Master License Service would like to announce the addition of two new city licensing partners to the MLS program.

In February of 2003 the City of Sammamish joined MLS bringing approximately 2,228 licensees to the program. In July the City of Tumwater followed with an additional 1,793 licensees.

MLS will continue working with cities and other jurisdictions to determine who can participate in the near future.

The End of FEIN Issuance

As of close of business on Friday, October 10, 2003, a long-standing partnership with the Internal Revenue Service (IRS) came to an end. On that day we stopped issuing FEIN numbers for applicants at our public counters

The Internal Revenue Service (IRS) has had great success with their online FEIN issuance. The online application demands fewer steps, saves staff resources and is less cumbersome than the state-issuing process.

Businesses may apply online at:
<http://www.irs.gov/businesses/> then click on "Employer ID Numbers" under the Topics section. An EIN is issued after the successful submission of the completed Form SS-4 online

If an applicant arrives at your counter with a completed Form SS-4, you may suggest that they fax or mail it directly to the IRS. Please don't forward any SS-4 forms to the Master License Service.

Meet Your UBI Management Board

The UBI Management Board is comprised of high-level managers from the key UBI agencies. They make policy decisions on registering businesses and working on interagency projects, and assign projects to the Operations Committee. The UBI Board members have changed over the past few months, so we'd like to familiarize you with the current Board members.

Janetta Taylor, the Dept. of Revenue representative, is currently the Board Chair. Janetta has worked at Revenue for 12 years, and is on a temporary appointment as the Assistant Director for Taxpayer Account Administration.

Diane Bren is the newly appointed Deputy Assistant Commissioner for UI/Tax & Wage Admin. at Employment Security. She worked at DOR for 17 years prior to this ESD appointment. She is replacing **Jim Schodt** who sat on the Board for a few months and who had participated in the birth of UBI in 1986.

Mykel Gable was recently named Assistant Director for the Business and Professions Division at the Dept. of Licensing. Myke has been with DOL since 1998 and started out in the Vehicle Services division.

Mike Ricchio is the Director of the Corporations Division for the Office of the Secretary of State. He has been a member of the Board for six years.

Kathy Kimbel is the Labor & Industries member of the Board. She now has the honor of being the member with the longest standing.

Ex-officio members, who help the Board members when needed, are **Dave Kirk** from the Dept. of Information Services and **Kathy Chance** from the Office of Trade & Economic Development.

The Board is also lucky to have the secretarial support of **Marsha Crump** from Revenue. Marsha has been supporting the Board for several years.



February 2004 Internet Stats

MLS received 4,028 Master Application forms via the Internet in February. We've noted the "purposes" the applicants provided for completing the form. The applicants can check more than one box at a time.

Purpose of Application

Add License to Existing Location	210
Change Location	98
Change Ownership	135
Change Trade Name	201
Hire Employees Within 90 Days	479
Hire domestics	26
Open Business	2979
Open New Location	272
Register Trade Name	1693



UBI Conference is a Big Hit

Approximately 100 employees attended the 2003 UBI Customer Service Conference, which was held September 18th & 19th at the Labor and Industries building in Olympia.

Everything from agency unique information to the confidential address program was covered. There were breakout sessions regarding the MLS and DOR screens, as well as the difference between trade names, corporate names & trademarks.

The reported highlight of the two-day conference was guest speaker, Tony Ventrella, who gave a positive, energetic speech about "letting your light shine" as covered in his book *Smile in the Mirror*.



UBI Manual On-line

Hooray! No books to clutter your desk and no pages to flip. You can now find the UBI Manual on-line at: <http://www.LNI.wa.gov/main/UBI/>.

The manual was designed in PDF format, with the table of contents offering hyperlinks to each chapter.

Bookmark the web address in your "favorites" or create a desktop shortcut and you will have instant access at your fingertips.

Services Online

There is a lot of information available to business owners on the state agency Internet sites. Be sure to mention this to the customers you come in contact with.

Dept. of Licensing: <http://www.dol.wa.gov/>

- The Master Application
- A Checklist for new businesses
- Business licensing information search (WALI)

Dept. of Revenue: <http://www.dor.wa.gov/>

- Electronic Filing of taxes
- Public information search of accounts
- Tax rates

Labor & Industries: <http://www.LNI.wa.gov/>

- Electronic Filing of industrial ins. premiums
- Workplace posters

Employment Security: <http://www.wa.gov/esd/>

- Electronic filing of unemployment taxes

Secretary of State: <http://www.secstate.wa.gov/>

- Search of Business Entities

Crack the Code

Q: When issuing a new UBI for a partnership, whose names are entered into the DOR/UBI database?

A: *Partner names only! You don't need to enter the spouse names unless the spouse is also listed as a partner.*

UBI Operations Committee

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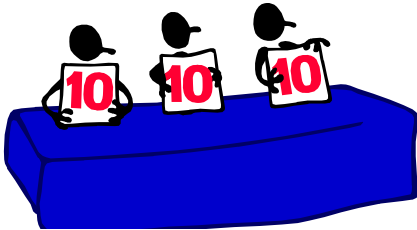
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UBI Update Newsletter Is Back

Way back in ancient history the UBI Update newsletter was created as a way to communicate issues about the UBI process with staff in the field offices. After more than a year's sabbatical the UBI Operations committee is attempting to resurrect the newsletter.

Our goal is to publish two issues each year. If you have any questions or articles you would like to see included, please let your UBI Operations representative know. Your representative's name is found on page 2 of this newsletter.



UBI Customer Service Conference Overwhelming Success

Wow! The second UBI Customer Service Conference received rave reviews from attendees.

Held in late October, representatives from Dept. of Revenue, Employment Security and Labor & Industries came from all over the state. Olympia staff from Dept. of Licensing and Secretary of State also attended, as well as representatives from the cities of Richland and Bellevue. Some hot topics:

- New UBI Manual (see article),
- Navigating the MLS database,
- Navigating the DOR database and issuing UBI numbers,
- Information about the questions on the Master Application, and
- Information about e-government initiatives and a demonstration of the Internet Master Application

The UBI Management Board will be reviewing comments and feedback in hopes we can continue to provide valuable information in future conferences.

UBI Operations Committee DOR Representative Change

Cynda Johnson, Excise Tax Examiner 4 at Dept. of Revenue in Olympia has joined the UBI Operations committee. She replaces Denise Kennedy, who was on the committee for three years. Cynda has been with the Dept. of Revenue since 1992 and before that she was with H&R Block in Olympia. Cynda is looking forward to working on this team and learning more about the various functions of the other UBI agencies.

FEIN Issuance Trouble

The IRS Has Asked that We Remember:

- Pen color counts! **Blue** or **Black** ink ONLY.
- Issue only to companies based in Washington.
- At least one SSN number must be on the SS-4.
- Send the *original* SS-4 to MLS to be forwarded to IRS—faxing doesn't work!
- We cannot issue to non-profit companies.
- The SS-4 form must be complete. (MLS received one recently that only had the business name and FEIN written on it.)

FEIN Changes Are HERE!

Beginning Monday December 17, 2001 the IRS office coordinating the conditional FEIN issuance changed from Ogden, UT to Philadelphia, PA.

What does this mean for you in a service location? The conditional FEIN you auto-assign may not begin with the prefix 91-xxxxxxx. In fact, the first block of numbers assigned begins with the prefix 52-xxxxxxx. It is critical for field offices to send the completed SS-4 forms back to Licensing on a daily basis—*please do not hold them*.

UBI Change Form

It's time to revise the UBI change form. Now is your chance to offer suggestions to make it better. Would you like more information, or should the form design be changed? Please send your suggestions for improvements to Cynda Johnson at: cyndaj@DOR.WA.GOV.



Reminder

Some new applicants are confused as to what ownership structure (sole proprietor, LLC, etc.) their business should use. The advice we give is to recommend they consult a legal advisor or tax consultant *before* submitting their application.

Although the business can change their structure later with the state, establishing themselves incorrectly at the beginning may cause unexpected liability or federal tax implications.



UBI Manual

The new UBI Manual is out. In order to save print costs, we issued only a couple of printed copies to each field office. Please find a few minutes to familiarize yourself with it. We are working on having the manual placed on the Internet for all UBI staff.

A quick look at some of the changes:

- Quick Start: *We created a "Quick Start" guide to help in training new staff persons. Contact us if you need more copies.*
- Chapter 3: Master Application. *Added some information to help customers complete the application.*
- Chapter 5: Specialty Section. *Included an explanation of the Temporary Registration procedure and how to handle other special problems (for instance, Minor Work Permits).*
- Chapter 6: Questions and Help. *Expanded the question matrix, new help desk number for MLS, plus specific information about each agency.*
- Chapter 7: Forms. *Provided information about some of the other forms you might get.*
- Chapter 10. Internet Related. *Created a list of state government website addresses that may be of help to you or your customers.*

Accepting Applications

Confused about what documents or licenses an applicant needs? Call MLS or accept all documents and fees presented to you, warning the applicant that MLS may contact them to get additional fees or information.

Tips for UBI Issuance

Notes from the Manual

Chapter One in the new manual covers issuing UBI numbers on the DOR 1750 screen. We thought we would point out some tips for you. The new Manual page numbers are in parentheses. ***Please note the change to the Partnership issuance procedure.***

- Do a thorough search prior to issuing. (1-3) (MLS is seeing a lot of duplicate UBI numbers lately).
- Remember not to use punctuation when entering the Owner Name when creating a UBI. (1-5)
- Put the owner on the first line, then spouse on the second line when entering SOLE PROPRIETOR's name. (1-5 and see 1-12 if the spouse's name is to appear on the license.)
- Use the proper postal address standards. (1-11)
- Mark each affected agency except Sec State. The Sec State marks theirs only when a business files papers with them. (1-6)
- Use the partnership name regardless of number of partners. Do not use the partners' last names in the owner field anymore. If partnership name is not listed, use the DBA name.

Example 1: Partners' names are Sam Chunka and Sue Change, with partnership name of Chunka Change Enterprises and firm name of Chunka Change Savings. Enter Chunka Change Enterprises as the partnership name, enter Chunka Change Savings as the DBA. List Sam and Sue's names on the partners screen.

Example 2 : Partners' names are Joe Shop and Jane Sweet. Partnership name is not listed, but the DBA is The Sweet Shop. Enter The Sweet Shop in the owner name field and the DBA field. List Joe and Jane's names on the partners' screen. (1-12)

- Don't forget to check for typos!

UBI Operations Committee

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